

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
DECEMBER 3 – 7, 2018**

MONDAY, DECEMBER 3, 2018

***10:15 am**

Transportation Coordinating Committee

**GB Metro Transportation Center
901 University Avenue**

TUESDAY, DECEMBER 4, 2018

(No Meetings)

WEDNESDAY, DECEMBER 5, 2018

***4:00 pm**

Public Safety Committee – *Note Location*

**Room 200, Northern Building
305 E. Walnut Street**

***5:30 pm**

Administration Committee

**Room 200, Northern Building
305 E. Walnut Street**

***6:30 pm**

Planning Commission Board of Directors

**GB Metro Transportation Center
901 University Avenue**

THURSDAY, DECEMBER 6, 2018

(No Meetings)

FRIDAY, DECEMBER 7, 2018

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, December 3, 2018

**Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
Meeting Time: 10:15 a.m.**

ROLL CALL

Ian Agar (BC Human Services) _____
Mary Brick (Syble Hopp School) _____
Brandon Cooper (Oneida Nation) _____
Mary Derginer (ADRC of Brown County Board) _____
Essie Fels (Green Bay Metro) _____
Pat Finder-Stone (Citizen Member) _____
Christel Giesen (ADRC of Brown County) _____
Matt Halada (Wisconsin DOT NE Region) _____
Jessica Klemens (ASPIRO) _____
Linda Mamrosh (Citizen Member) _____

Denise Misovec (Curative Connections) _____
Sandy Popp (Options for Independent Living) _____
Cole Runge (BC Planning Commission/Green Bay MPO) _____
Brian Silk (MV Transportation) _____
Julie Tetzlaff (Cerebral Palsy Inc.) _____
Tina Whetung (Curative Connections Trans. Program) _____
Genny Willemon (BC Human Services) _____
John Withbroe (Green Bay Transit Commission) _____
Vacant (BC Executive Department) _____
Vacant (BC Board of Supervisors) _____

ORDER OF BUSINESS

1. Approval of the December 4, 2017 TCC meeting minutes.
2. Approval of the March 12, 2018 TCC meeting minutes.
3. Approval of the June 11, 2018 TCC meeting minutes.
4. Approval of the September 10, 2018 TCC meeting minutes.
5. Discussion and action regarding Brown County's Section 85.21 Specialized Transportation Assistance Application/Plan for FY 2019.
6. Discussion regarding the development of an ADA Transition Plan for the Green Bay Metropolitan Planning Area.
7. Discussion regarding the status of the specialized transportation travel voucher pilot project for Brown County.
8. Round robin discussion about specialized transportation services in Brown County.
9. Other matters.
10. Adjourn.

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 BY 3:00 P.M. ON THE THURSDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

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PUBLIC SAFETY COMMITTEE

Patrick Buckley, Chair
Andy Nicholson, Vice Chair

Megan Borchardt, Staush Gruszynski, Richard Schadewald

PUBLIC SAFETY COMMITTEE

Wednesday, December 5, 2018

4:00 PM

Room 200, Northern Building
305 E. Walnut Street, Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE
ACTION ON ANY ITEM LISTED ON THE AGENDA

****NOTE LOCATION****

- I. Call meeting to order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 17, 2018.

Comments from the Public.

1. Review Minutes of:
 - a. Criminal Justice Coordinating Board of September 13 and November 8, 2018.
 - b. Local Emergency Planning Committee – LEPC of September 11 and November 13, 2018.

Circuit Courts, Commissioners, Probate

2. Budget Status Financial Report for September and October 2018 – Unaudited.
3. Director's Report.

Medical Examiner

4. Budget Status Financial Report for October 2018 – Unaudited.
5. 2018 Medical Examiner Activity Spreadsheet.
6. Update on the Planning of the Medical Examiner office.
7. Medical Examiner's Report.

Public Safety Communications

8. Budget Status Financial Report for September and October 2018 – Unaudited.
9. Director's Report.

Emergency Management

10. Budget Status Financial Report for September and October 2018 – Unaudited.
11. Director's Report.

Sheriff

12. Update on Jail Addition – *Standing Item*.
13. Budget Status Financial Report for October 2018 – Unaudited.

14. Key Factor Report Through October 2018
15. Budget Adjustment Request (18-119): Any increase in expenses with an offsetting increase in revenue.
16. Budget Adjustment Request (18-124): Any increase in expenses with an offsetting increase in revenue.
17. Resolution In Support of Participating in the 2019 County-Tribal Law Enforcement Grant.
18. Sheriff's Report.

Communications

19. Communication from Supervisors Brusky and Schadewald re: This is our request to form a Criminal Justice System Efficiency Improvement Work Group. This multi-function team would seek to identify opportunities to increase the justice system's operational efficiency and recommend specific actions to contain the growth and/or reduce the system's operating costs. Motion to refer to Criminal Justice Coordinating Board to bring back a report at the October Public Safety meeting regarding the System Efficiency Improvement Work Group. *Held for one month.*
20. Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department raked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. *Referred from October 17, 2018.*
21. Communication from Supervisor Buckley re: Have the District Attorney's Office be prepared to have a discussion on potential offenses that can/could be sent to Municipal Court for action. *Held until the December Public Safety Committee meeting.*

Clerk of Courts; Emergency Management and Public Safety Communications – No agenda items.

Other

22. Audit of bills.
23. Such other matters as authorized by law.
24. Adjourn.

Patrick Buckley, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Tom Sieber, Chair; James Kneiszel, Vice Chair
Richard Schadewald, John Vander Leest, Keith Deney

ADMINISTRATION COMMITTEE

Wednesday, December 5, 2018

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of Special October 31st, October 10th Regular and Budget and Special November 15, 2018.

1. Review minutes of:

- a. Housing Authority September 24 and October 15, 2018.

Comments from the Public

Communications

2. Communication from Supervisor Hoyer re: Review and possibly update the medical/disability/leave policies for county employees as they go through the organ donation and recovery program. *Motion to forward to Administration for research on what other counties were doing and feedback from Administration about what implications and consequences were for this policy and report back at the next Administration Committee meeting.*
3. Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department ranked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. *Referred from October 17th County Board.*
4. Communication from Supervisor Van Dyck re: Request that the Human Resources Department hold a series of paid informational meetings during employees normal work hours at each of the major county facilities in order to review changes made to the benefits programs and to answer any questions employees may have regarding these benefits. *Referred from October 31st County Board.*
5. Communication from Supervisor Van Dyck re: Request that the oversight committee for the Corporation Counsel be changed from the Administration Committee to the Executive Committee effective January 1, 2019. *Referred from October 31st County Board.*
6. Communication from Supervisor Van Dyck re: Request that Technology Services make it a priority to fix the audio equipment in Room 200. *Referred from October 31st County Board.*
7. Communication from Supervisor Schadewald re: I request the Administration Committee to review all county ordinances and/or resolutions concerning how we manage, record and conduct business at all our county meetings. *Held until next Administration Committee meeting.*

County Clerk

8. Budget Status Financial Report for September and October 2018 – Unaudited.
9. Budget Adjustment Request (18-126): Reallocation between two or more departments, regardless of amount.
10. Budget Adjustment Request (18-127): Reallocation between two or more departments, regardless of amount.

Child Support

11. Budget Status Financial Report for October 2018 – Unaudited.
12. Departmental Opening Summary.
13. Director Summary.

Technology Services

14. Budget Status Financial Report for October 2018 – Unaudited.
15. Technology Services Monthly Report.

Treasurer

16. Budget Status Financial Report for October 2018 – Unaudited.
17. Budget Adjustment Request (18-133): Any increase in expenses with an offsetting increase in revenue.
18. Discussion and possible action on the sale of the following tax deed parcel (review of any Realtor received offers as of December 4, 2018 to be presented to Supervisors at meeting):
*Parcel 5-1707 at 1338 Bond St. 54303 in the City of Green Bay – Best Offer(s) \$??
19. Discussion and possible action on the sale of the following tax deed parcel (Auction # 18986-10 results of November 30, 2018 to be passed out to Supervisors at meeting):
*Parcel 6H-1223-2 2535 West Point Road 54304 in the City of Green Bay – High Bid \$??
20. Discussion and possible action on the sale of the following tax deed parcels (Auction # 18998 results of December 4, 2018 to be passed out to Supervisors at meeting):
*Parcel 20-44-37 at 1233 Reber St. in the City of Green Bay – High Bid \$??
*Parcel HB-250-1-2-1 off of S. Overland Road in the Village of Hobart – High Bid \$??
*Parcel SU-2496 on Luxury Drive in the Village of Suamico – High Bid \$??
21. Discussion and possible action on the transfer of the following tax deed parcel to another Dept. within Brown County: Parcel HB-347-A Orlando Drive CTH EE.
22. Treasurer's Report.

Corporation Counsel

23. Budget Status Financial Report for October 2018 - Unaudited.
24. Oral Corporation Counsel Report.

Administration

25. Budget Status Financial Report for October 2018 - Unaudited.
26. Budget Status Report (Over/Under Report).
27. Budget Adjustment Log.
28. Director's Report.

Human Resources

29. Director's report

Closed Session:

30. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining property for downtown parking.

31. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining property for downtown parking.
32. Reconvene into Open Session: The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining property for downtown parking.

Other

33. Audit of bills.
34. Such other matters as authorized by law.
30. Adjourn.

Tom Sieber, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

AGENDA
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, December 5, 2018
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, 54302 - 6:30 p.m.

ROLL CALL:

Paul Blindauer	_____	Kathleen Janssen	_____	Glen Severson	_____
Brian Brock	_____	Dotty Juengst	_____	Ray Suennen	_____
Norbert Dantine, Jr.	_____	Dave Kaster	_____	Norbert Van De Hei	_____
Bernie Erickson	_____	Michelle Kerr	_____	Jason Ward	_____
Kim Flom	_____	Patty Kiewiz	_____	Matthew Woicek	_____
Steve Grenier	_____	Aaron Linssen	_____	Reed Woodward	_____
Mark Handeland	_____	Michael Malcheski	_____		
Matthew Harris	_____	Austin Miloszewicz	_____		
Frederick Heitl	_____	Gary Pahl	_____	Br. Co. Board- Rural (Vacant)	
Phil Hilgenberg	_____	Terry Schaeuble	_____	City of Green Bay (Vacant)	

1. Approval of the minutes of the November 7, 2018 regular meeting of the Brown County Planning Commission Board of Directors.
2. Discussion and action regarding an amendment to the WDNR Water Quality Grant contract.
3. Presentation of the 2018 TMA Certification Review Report by the Federal Highway Administration (FHWA).
4. Discussion and action regarding Brown County's Section 85.21 Specialized Transportation Assistance Application/Plan for 2019.
5. Discussion and action regarding Highway Safety Improvement Program Performance Measure Targets for 2019.
6. Presentation of the MPO's 2018 Transportation System Performance Measures Report.
7. Director's Report
8. Brown County Planning Commission staff updates on work activities during the month of November.
9. Other matters.
10. Adjourn.





NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMISSION MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED OR LISTED ON THIS AGENDA.

PLEASE TAKE FURTHER NOTICE, MEMBERS OF THE PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF THE BROWN COUNTY BOARD OF SUPERVISORS MAY BE PRESENT IN SUFFICIENT NUMBERS AT THE ABOVE MEETING TO CONSTITUTE A MEETING OF THEIR COMMITTEE. THE COMMITTEE WILL GATHER INFORMATION AND WILL NOT TAKE FORMAL ACTION AT THIS MEETING.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY PLANNING COMMISSION OFFICE AT (920) 448-6480 AT LEAST TWO BUSINESS DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.



DECEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 4:00 pm Admin Cmte 5:30 pm	6	7	8
9	10 Executive Cmte 5:30 pm	11	12	13 Ed & Rec 5:30pm Tentative	14	15
16	17	18 Veterans Recognition Subcmte 4:30 pm	19 Board of Supervisors 6:00 pm	20	21	22
23	24 County Board Office Closed	25 County Board Office Closed	26	27	28	29
30	31 County Board Office Closed	*There is a possibility that a Human Services Committee meeting will be held in December; watch future calendars for this.				

BROWN COUNTY COMMITTEE MINUTES

- Children With Disabilities Education Board (October 16, 2018)
- Criminal Justice Coordinating Board (November 8, 2018)
- Library Board (October 18, 2018)
- Local Emergency Planning Committee (November 13, 2018)
- Solid Waste Board (September 17, 2018)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, October 16, 2018

Board Members Present: J. Wieland, B. Clancy, J. Mitchell, L. Franke, K. Lukens and S. King.

Others Present: K. Pahlow, A. Nizzia, S. Johnson, C. Maricque, N. Kohls, C. Jensky, L. Larson and N. DeRuyter

1. Action Item: Call to Order
S. King called the meeting to order at 3:33 PM.
2. Open Forum - None
3. Action Item: Approval of September 18, 2018 Minutes
Motion made by J. Wieland, seconded by J. Franke, that the minutes from the September 18, 2018 board meeting be approved. MOTION CARRIED UNANIMOUSLY.
4. Action Item: Approval of Agenda
Motion made by B. Clancy, seconded by J. Mitchell, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.
5. Action Item: Donations
K. Pahlow reviewed the donations. Numerous donations came in for a new scoreboard that a member from Our Lady of Lourdes organized. J. Gray received a generous check from the NFL-Green Bay Chapter Alumni and one of our students donated a Packer bench that he won at an auction. We also received a donation of hot dogs for the Hopp BBQ.
Motion made by J. Mitchell, seconded by L. Franke, that the October donations be approved. MOTION CARRIED UNANIMOUSLY.
6. Action Item: Payment of Bills
Payments for September 1, 2018 to September 30, 2018 were reviewed and discussed. Expenses are mainly routine for the beginning of the school year. Higher expenses for the month included the installation of the door access controls by Johnson Controls. The new door access control for the main entrance does not work properly at times, but LaForce has been contacted to correct a mechanical issue with the front door that may be affecting the access control system. Ziese installed structural steel chair eyelets in one of the classrooms.
Motion made by J. Mitchell, seconded by J. Wieland, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.
7. Action Item: Financial Report
Summaries of the Revenue and Expenditures ending August 31, 2018 were reviewed and discussed. Building operations is over budget due to an unexpected replacement of a water boiler and maintenance items that normally occur in the summer, but the budget is allocated over the year. Technology expenditures are over budget due to the installation of cameras on the inside and outside of the building. The cost of the cameras are funded by the Security Grant received this summer, so this overage will be offset by additional revenue. In addition, a large portion of the technology labor budget was expended during the summer months to complete the wiring for the camera project and to get computers ready for the beginning of the school year. These expenses will even out over the year.
Motion made by J. Mitchell, seconded by L. Franke, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.
8. Action Item: Retirement

Motion made by J. Wieland, seconded by J. Mitchell, that the Board approve the retirement of Instructional Aide, Cindy Vercauteren, effective, October 5, 2018. MOTION CARRIED UNANIMOUSLY.

9. Action Item: Hiring

Motion made by J. Wieland, seconded by B. Clancy, that the Board approve the hiring of Rebecca Lemons, Elizabeth (Betty) Reimer and Marrisa Hohol as Instructional Aides. MOTION CARRIED UNANIMOUSLY.

10. Action Item: Approval of Policy Addition – Second Reading

Motion made by B. Clancy, seconded by J. Mitchell, that the addition of Policy 12.02 – Safe Feeding Policy and Rule be approved. MOTION CARRIED UNANIMOUSLY.

11. Action Item: Approval of Policy Change – First Reading

Motion made by L. Franke, seconded by K. Lukens, that the changes in Policy 3.09- Leaves of Absence, regarding Casual Days be approved. MOTION CARRIED UNANIMOUSLY.

12. Discussion Item: Strategic Planning

Administration reported that they continue to put their thoughts together on the membership of the Strategic Planning Team. Once the facilitator has been selected, they will be ready to start pulling the team together and determine meeting dates.

13. Discussion Item: Administrator's Report

S. Johnson – Director of Special Education and Pupil Services

- Staff have begun working on professional goals. It is nice to see staff working together on goals such as visuals in the classrooms, using online programs and communications.

A. Nizzia – Principal

- Good turnout for the BBQ. The Parent Organization had a Scholastic Book Fair and bake sale at the same time which many new parents were involved in.
- The Parent Organization will have a meeting the first week in November.
- Furniture has been arriving. Phase 2 furniture for the older classrooms will begin soon.
- Homecoming is Saturday with a Hoedown theme.
- Our first nut order of 300 cases has arrived and are quickly going out the door.

C. Maricque – Business Manager

- Carolyn will be working with the county on a change that just took place with our disability insurance. The County selected a new administrator, UNUM, for the disability and FMLA processing. We were not included in the RFP, so we need to determine if we will have a service for FMLA processing through UNUM and disability processing through Standard or if we will move our disability insurance to UNUM. Currently our benefit for short-term disability is 80%, but UNUM is only offering 60% in the proposal.

K. Pahlow – Administrator

- The first compensation committee meeting with teachers and therapist (10 Hopp teachers and one teacher from the district) took place. Sick leave and casual days were discussed. Kim has invited instructional aides and other hourly staff to form a group to collaborate on the same topics.
- We received a grant of \$10,000 for a new PA system. The rest of the cost will be in next year's budget.
- Four staff went to a Threat Assessment training. Staff will also be attending a Mental Health training. This is all part of the grant requirements.
- Per a new state statute, we need to submit a Safety & Security plan by January 1, 2019. The Board will need to approve the safety plan and resolution.

- Kim thanked the entire school staff for all their hard work.

14. Discussion Item: Parent Organization Report
Incorporated into A. Nizzia's administration report.

Executive Session: The Board moved to executive session as allowed by Wisconsin Statute stats 19.85 (1)(c) pursuant to employment and compensation at 4:06 PM.

Motion made by L. Franke, seconded by B. Clancy that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.

Meeting opened again at 5:15 PM.

Action Item: Adjournment

Motion made by J. Mitchell, seconded by L. Franke, to adjourn the meeting at 5:15 PM. MOTION CARRIED UNANIMOUSLY.

PROCEEDINGS OF THE BROWN COUNTY
CRIMINAL JUSTICE COORDINATING BOARD

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the Brown County Criminal Justice Coordinating Board was held on November 8, 2018 at 7:30 am in the Karen H. Dorau Memorial Conference Room at the Brown County District Attorney's Office, 300 East Walnut Street, Green Bay, Wisconsin.

Members Present:	Judge William Atkinson Human Services Committee Rep. Joan Brusky County Executive Troy Streckenbach Citizen Rep. Christopher Zahn	Probation and Parole Rep. Jennifer Hornacek District Attorney David Lasee Citizen Rep. Tim Mc Nulty
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Members Excused:	Sheriff John Gossage	Citizen Rep. Bob Srenaski
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Others Present:	Treatment Court Sup. Mark Vanden Hoogen Family Services Rep. Angela Steuck District Court Administrator Tom Schappa	Corporation Counsel Dave Hemery Clerk of Courts John Vander Leest Jail Lieutenant John Mitchell
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1. **Call Meeting to Order.**

The meeting was called to order by Chair Judge Atkinson at 7:34 am.

2. **Approve/modify Agenda.**

Motion made by David Lasee, seconded by Tim Mc Nulty to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. **Approve/modify Minutes of September 13, 2018.**

Supervisor Brusky questioned why Jail Lieutenant John Mitchell was listed under "members presents" on the minutes from the November 8 meeting and further, why Jail Captain Heidi Michel was also listed. Mitchell explained that he was there representing the former Jail Captain while he was out. The newly appointed Jail Captain, Heidi Michel, was at the last meeting so he could introduce her as the new Jail Captain.

Motion made by Joan Brusky, seconded by David Lasee to amend the November 8, 2018 minutes by moving Jail Lieutenant John Mitchell to the "other members present" section of the minutes. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Tim Mc Nulty, seconded by Joan Brusky to approve as amended. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. **Jail population numbers (Sheriff).**

Jail Lieutenant John Mitchell informed the Jail is currently at 92% capacity with 35 males shipped out to Oconto County and 5 females shipped out to Green Lake County. In addition there are 20 male federal inmates and 2 female federal inmates in the Jail.

5. **Criminal Justice System Efficiency Improvement Work Group (Supervisor Brusky, Bob Srenaski).**

Judge Atkinson noted he has not assigned any members to the work group yet. Corporation Counsel Dave Hemery said he has reviewed minutes from the Criminal Justice Coordinating Board (CJCB) from March, May and August 2018 and found that the creation of the Criminal Justice System Efficiency Improvement Work Group was approved in March, but the number of members, who they are, how they are appointed or what their term is was never determined. The July minutes from this body reflect that the work group that was approved was being held in

abeyance and then on August 29 an agenda was received indicating the Criminal Justice System Efficiency Improvement Work Group had scheduled a meeting. Hemery attended that meeting and pointed out that although the work group was created in March, it was to be held in abeyance and then this was sent back to the CJCB to address some issues.

On a broader level, Hemery pointed out that there have been issues in the past with subcommittees and ad hoc committees in that parts are left out when it comes to outlining the membership and things of that nature. Hemery indicated the Chairman of the Board of Supervisors will be asking him to draft a policy that any time a subcommittee or ad hoc committee is created, it is done by resolution. This will ensure that all subcommittees and ad hoc committees are in order and the membership and purpose of the subcommittees or ad hoc committees are spelled out. Hemery continued that the other reason a resolution will be required is to outline the fiscal impact as the taking of minutes of all of these groups stresses County Board staff who already take the minutes of the six standing committees of the County Board along with a number of other boards and subcommittees. Hemery noted the fiscal impact of a recently created subcommittee was estimated to be \$3,000 - \$4,000 per year. He said some committees take their own minutes and that is something Bob Srenaski said he would be willing to do for the Criminal Justice System Efficiency Improvement Work Group.

Hemery continued that this group can have a discussion at this meeting to fill in some of the blanks with regard to membership and purpose of the group. Brusky asked if a work group is considered to be the same as a subcommittee and needs to follow the same protocol of a subcommittee. She referred to a handout she provided; a copy of which is attached, which outlines Dunn County's Criminal Justice Collaborating Council and the work groups that fall under that council. She asked if the CJCB were to have multiple work groups, if they would have to all go through a formal process to get a budget for each one, even if there is not a budget necessary. Hemery explained that when a standing committee creates a smaller group, it is either a subcommittee or an ad hoc committee. The main difference between the two is that a subcommittee runs for a long time with a broad purpose while an ad hoc committee has a very specific purpose and once the purpose is reached, the ad hoc committee is automatically dissolved. Hemery said most committees do not have a budget, but Brusky pointed out that one of the issues cited with the Criminal Justice System Efficiency Improvement Work Group was costs that would be associated with it. Hemery noted they have recently begun to look at costs to the County for things like preparation and distribution of agendas and the time spent by County Board staff sitting in the meetings and then preparing and distributing minutes. Brusky also asked if "work group" would be an inaccurate term. Hemery said there are a lot of variations in the names of groups, but they would all be either a subcommittee or an ad hoc committee.

Clerk of Courts John Vander Leest commented that typically subcommittee members are appointed by the County Executive. Hemery noted that the four citizen representatives on the CJCB are appointed by the County Executive and confirmed by the County Board. He does not feel it would be unusual for a standing committee to create a subcommittee and also designate the membership, length of term, etc. He has seen that when citizen members are involved, there is often involvement from the County Executive and County Board. Vander Leest said if there was a subcommittee that needed a budget, there would likely need to be a motion and support from the County Board saying what the budget is and what it will be used for. Brusky reiterated that the budget of the work group was one of the issues of concern as pointed out in the last minutes.

The membership of the work group was discussed. Judge Atkinson informed his position with regard to the purpose of the group is to be consistent with the original resolution that created this and it would then come under the form of a technical work group consisting of public County agency staff and other relevant public and private sector people to develop and refine policy/program incentives. Hemery clarified that there really was not a resolution creating this, but said he had received correspondence from Bob Srenaski indicating Srenaski felt the group should consist of 5 – 8 individuals and that the charter should be limited to one year, but renewable by vote of the CJCB. Srenaski also felt that the members should be approved by the Chair of the CJCB. With regard to budget, Srenaski indicated the work group has no budget and has not requested one, but if funding is needed, a detailed request for approval would be submitted through the required County process. Hemery added that the Board Chair has put in a communication to have Hemery create a sort of fill in the blank resolution that can be used to create subcommittees and ad hoc committees and he could bring back a full County Board approved resolution or at least a draft of what he would want the Board to approve which would make it easier to create this subcommittee. Judge Atkinson said it would probably be easier to have something in front of us when we are discussing this. Hemery said if the CJCB could give him some guidance as to how members are to be nominated, appointed and confirmed, he can draft something to bring back to the next CJCB meeting for review and discussion.

Judge Atkinson asked if Srenaski and his group could move forward under the Criminal Justice Division that will be starting January 1. County Executive Troy Streckenbach said the Criminal Justice Division is budget neutral and there are meetings happening regarding the transition to that new model. Angela Steuck of Family Services added that they met recently with Human Services on this to talk about the transition period. It was decided that Family Services will continue to take intakes into the current day report center through December 31 and then re-evaluate how to move forward after the first of the year. There were discussions of a partnership until July 1 of next year at which time the day report center will be fully transitioned away from Family Services and into the new Criminal Justice Division concept. In the meantime, Family Services is committed to working together on staffing the day report center but Steuck noted that Family Services has already had one staff departure because of the transition. There have also been discussions of Human Services adding internal County staff to the day report center programming if necessary to ensure coverage.

Streckenbach questioned if the Criminal Justice Division would be the appropriate division to manage the work group. District Attorney David Lasee said once the Criminal Justice Division is up and fully ready to go, it would be the appropriate division to manage the work group with the understanding that the head of that division would be active in criminal justice system management, including efficiencies in the system. They would obviously have to have someone to supervise staff, and part of that would be to have someone in a role to help identify issues in the system and ways to improve them. That person could also potentially oversee the data collection so someone from the work group could go to the division head and tell them what data they want to analyze and the division head can then coordinate with the other appropriate County entities to get the data without having to have a formal subcommittee.

Streckenbach said in a perfect world, what Lasee described would work, but realistically, everyone already has a lot of work to do. He feels the data mining the work group is looking for is a little more involved and would require a lot of commitment and time. If the work group is coming to the division head requesting all this data mining, it would blow up into something that people stop working on. Lt. Mitchell added that there have been instances where the Jail has spent time creating reports that will not be used in running the Jail and they are eating up free reports that the County does not need. Later on when the County actually needs a report, the number of free reports available could be used up and will end up costing the County money.

Brusky referenced the handouts she provided and pointed out that the purpose of Dunn County's data work group is to provide guidance in the collection and integration of local criminal justice data consistent with the priorities of the CJCC Executive Committee in order to inform policy makers' decisions within Dunn County. This is somewhat comparable to what she and Srenaski are thinking of doing. Brusky continued that she had requested information from the Criminal Justice Coordinator of the Dunn County Criminal Justice Collaboration Division regarding the membership of their work group. Brusky was advised that the Dunn County Work Group meets every other month or as needed and the members includes the DHS Director, Clerk of Courts, District Attorney, DA's Deferred Prosecution Coordinator, DOC Probation Agent, Sheriff, Sheriff's Office Record Technician, Jail Huber Sargent, Police Crime Prevention Specialist, Police Records Technician, 911/Emergency Operations and the Executive Director of a domestic abuse shelter.

Judge Atkinson said he also has talked with Srenaski and knows what his intentions are. Judge Atkinson said he can draft a rough draft of a resolution to get the ball rolling. Hemery suggested Judge Atkinson provide information to him and he can put the information into resolution form. Judge Atkinson asked that if anyone has anything they would like to see in the resolution to get the information to him as soon as possible.

Vander Leest noted there seems to be a lot going on in Dunn County, but feels Brown County should just pick one area to focus on to help improve the justice system and its efficiencies and work towards that goal and then provide some recommendations. Brusky said she finds it very interesting that Dunn County is one-sixth the size of Brown County and has multiple work groups, while Brown County doesn't even have one work group. Streckenbach said the size and structure in Dunn County cannot be compared to Brown County due to the size of the County. Judge Atkinson said that if anyone feels something should be added to the next agenda to discuss other work groups, to let him know.

6. **Supervisor Brusky's request to amend membership of the CJCB (Supervisor Brusky).**

Judge Atkinson said there was a request to add a treatment court judge to the CJCB. He wrote a letter to the Public Safety Committee regarding this and asked that they refer this back because the judicial branch is a co-equal branch of government and it is the judges' position that the legislative branch should not be putting judges on boards or commissions without the judges requesting it. The judges believe the request should come from them rather than being added by the legislative branch. Judge Atkinson continued that the judges would like to speak with one voice and the goal is that the voice of one judge would be the voice of what the judges have collectively discussed. The judges meet monthly and they have open, free and frank discussions amongst themselves and they decide in that forum what the public position should be. It is the preference of the judges to have only one judge on the CJCB but noted that all judges should have an open invitation to come to these meetings to speak if they desire.

Further Judge Atkinson said when there is a lot of contact between the judges and the legislative branch, it results in a number of substitutions of judge cases. Judge Atkinson asked the CJCB to not approve the request to add an additional judicial member to this Board so that the judges can continue to speak with one voice.

Hemery noted he has looked into the committee structure of the CJCB and there are other areas that should be looked at so all changes can be made at one time. He provided a breakdown of the history of the membership of the CJCB, a copy of which is attached. The Resolution regarding the CJCB was last amended in August, 2018 and at that time the term *or designee* was added to several of the membership positions and Hemery suggested this Board examine whether that designation should be added to more of the positions.

Brusky asked if it would be appropriate to have a group formed to look at the membership of the CJCB and referenced the different membership that Dunn County has. Vander Leest feels having a subcommittee to look at the membership will slow things down and feels that the current group can discuss and determine the appropriate membership. He feels that adding *or designee* to many or most of the members would be appropriate and also feels that the Director of the Criminal Justice Division *or designee* should be added to the membership. In addition, Vander Leest suggested the Clerk of Courts *or designee* be added because many of the functions that go on with in the justice system involve the Clerk of Courts. Hemery suggested that individuals forward their suggestions on this to Judge Atkinson who could then review them and forward on to Hemery so he can draft something to be reviewed. Brusky feels this is a good idea, and noted that the treatment courts serve about 100 citizens and are an integral part of the criminal justice system. In the past there was a treatment court judge on the CJCB, but at this time there is not one. Having a treatment court judge as a voting member would ensure there would always be a place for their input as a voting member. Judge Atkinson responded that every treatment court judge would be welcome to come to this committee and address any issues at any time. He does not feel picking one treatment court judge to be on the committee would benefit the committee. He also said that although he is not a treatment court judge, he is very familiar with the treatment courts and what goes on at them because they are discussed at the judges' meetings.

7. **Future Agenda Items, if any.**

The next meeting date was discussed. Judge Atkinson indicated a desire to hold meetings on a day other than Thursday as jury trials are often held on those days. The next meeting is scheduled for January 15, 2019 at 8:00 am.

8. **Other such matters as authorized by law. None.**

9. **Adjourn.**

Motion made by David Lasee, seconded by Tim Mc Nulty to adjourn at 8:22 am. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

Hi Joan,

Yes, feel free to share with others.

We encourage CJCC members to join work groups. Work Group chairs can also encourage specific people to attend depending on meeting topics and projects. As the Criminal Justice Coordinator, I coordinate and record minutes for all CJCC and work group meetings. All of these meetings are open to the public and we follow the open meetings laws and publish notices at least 48 hours in advance.

To answer your question on the work group members and meeting frequency:

Executive Committee

- Meets every other month or so; as needed; meet the month prior to a CJCC meeting
- Members include: CJCC Chair (elected by council for 2 year terms - currently Menomonie Chief of Police), CJCC Vice Chair (elected by council for 2 year terms - currently Judge Peterson), Presiding Judge, Sheriff, County Board Chair, County Manager, District Attorney, and DHS Director

Evidence-Based Decision Making (EBDM) Work Group

- Meets monthly
- Members include: Judge Peterson (chair), District Attorney, Defense Attorney, DOC Probation Supervisor, Sheriff, Menomonie Police Chief, Clerk of Court, and Jail Huber Sergeant

Data Work Group

- Meets every other month or so as needed
- Members include: DHS Director (chair), Clerk of Courts, District Attorney, DA's Deferred Prosecution Coordinator, DOC Probation Agent, Sheriff, Sheriff's Office Records Technician, Jail Huber Sargent, Menomonie Police Crime Prevention Specialist, Menomonie Police Records Technician, 911/Emergency Operations, and The Bridge to Hope executive director (domestic abuse shelter)

Stepping Up Work Group

- Meets every month
- Members include: DHS Director (chair), Sheriff, DHS Behavioral Health Manager, DHS Crisis Coordinator, Jail Programs Coordinator/Reentry Coordinator, Criminal Justice Assessor, Integrated Treatment Specialist, Treatment Court Coordinator, Menomonie Police Commander, Stepping Stones Housing Coordinator, WestCAP Housing Coordinator, Faith-based groups - Now What Ministries and Grace Episcopal Church, The Bridge to Hope (domestic abuse shelter), League of Women Voters - poverty study group, Grassroots Empowerment Project, Center for Independent Living of Western Wisconsin, Workforce Resource - Dunn County Job Center, EXPO - ex-prisoners organizing, DOC Probation Supervisor, citizen members, Dunn County Transit Director, Reentry Project Peer Support Specialist, and Dunn County Public Health Director

Drug Endangered Children Work Group

- Meets every month or so
- Members include: National DEC Trainer (former DOC supervisor that has since retired, but continues to chair DEC), District Attorney, Victim Witness Coordinator, DHS Child Protective Services Manager, DHS Juvenile Justice Manager, Menomonie Police Sergeant, Chief Deputy Sheriff, DOC Probation Agent, County Board Judiciary and Law Committee Chair, CESA 11, School District of Menomonie, Bridge to Hope Family Advocate

Communications Work Group

- Meets every month
- Members include: Menomonie Police Crime Prevention Specialist (chair), Menomonie Police Sergeant, Clerk of Court, DHS Director, Sheriff, Judges, and District Attorney

Treatment Court Advisory Group

- Meets quarterly
- Members include: DHS Director (chair), Sheriff, DHS Behavioral Health Manager, Jail Programs Coordinator/Reentry Coordinator, Criminal Justice Assessor, Integrated Treatment Specialist, Treatment Court Coordinator, Stepping Stones Housing Coordinator, WestCAP, Faith-based groups - Now What Ministries, Baptist Church, and Church of Latter Day Saints, The Bridge to Hope advocate, Grassroots Empowerment Project, Workforce Resource - Dunn County Job Center, EXPO - ex-prisoners organizing, DOC Probation, Arbor Place, AA community representatives, Reformers United, citizen member-business person, Veterans Service Officer, alumni of Treatment Court

Thanks for your words of support for what we are doing. We are trying.

I shared you comments with my colleagues as well as our County Manager and County Board Chair too.



DUNN COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL



2018 Dunn County CJCC & Work Groups

Dunn County Criminal Justice Collaborating Council (CJCC)

Chair Chief Eric Atkinson

Vice Chair Judge Jim Peterson

- The mission of the Dunn County Criminal Justice Collaborating Council (CJCC) is to collaborate between stakeholders to improve the effectiveness of Dunn County's criminal justice system.

CJCC Executive Committee

- The Executive Committee acts as the steering committee for the CJCC and Work Groups.

Evidence-Based Decision Making (EBDM) Work Group

Chair Judge Jim Peterson

- The purpose of the Dunn County CJCC Evidence-Based Decision Making (EBDM) Work Group is to increase the effectiveness of Dunn County's criminal justice system by promoting evidence-based practices across the system. Serves as the TAD and Assessment Protocol Oversight Committee.

Data Work Group

Chair DHS Director Kris Korpela

- The purpose of the Dunn County CJCC Data Work Group is to provide guidance in the collection and integration of local criminal justice data consistent with the priorities of the CJCC Executive Committee in order to inform policy makers' decisions within Dunn County.

Stepping Up Work Group

Chair DHS Director Kris Korpela

- The purpose of the Dunn County CJCC Stepping Up Work Group is to reduce the number of people with mental illness in our county jail. Serves as the Reentry Oversight Committee.

DEC Work Group

Chair Charise Nielsen (National DEC trainer, retired DOC field supervisor)

- The purpose of the Dunn County Drug Endangered Children (DEC) Work Group is to develop a DEC memorandum of understanding (MOU), protocol, and training with the goal to develop an ongoing system that enhances the public safety of children endangered by illegal use of controlled substances.

Communications Work Group

Chair Brenna Jasper, MPD Crime Prevention Specialist

- The purpose of the Dunn County CJCC Communications Work Group is to develop lines of communication to educate stakeholders, agency staff, and the general public regarding CJCC activities and initiatives.

Treatment Court Advisory Group

Chair DHS Director Kris Korpela

- The purpose of the Dunn County CJCC Treatment Court Advisory Work Group is to collaborate with professionals and community members to enhance and promote Treatment Court as a rehabilitative alternative to traditional sentencing for drug/alcohol addicted offenders.



DUNN COUNTY CRIMINAL JUSTICE COLLABORATING COUNCIL



2018 CJCC Voting Membership Contact List

2018 Voting Membership

Chair Chief Eric Atkinson	City of Menomonie Police Department	atkinsone@menomonie-wi.gov	(715) 232-2198
Vice Chair Judge Jim Peterson	Dunn County Circuit Court	james.peterson@wicourts.gov	(715) 232-1449, ext 1
Supervisor Dave Bartlett	Dunn County Board of Supervisors Chair	dbartlett@co.dunn.wi.us	(715) 231-6405
Judge Rod Smeltzer	Dunn County Circuit Court	rod.smeltzer@wicourts.gov	(715) 232-1449, ext 2
Paul Miller	Dunn County Manager	pmiller@co.dunn.wi.us	(715) 231-6401
Sheriff Dennis Smith	Dunn County Sheriff	dsmith@co.dunn.wi.us	(715) 232-2198
Kris Korpela	Dunn County Human Services Director	kkorpela@co.dunn.wi.us	(715) 231-2903
Supervisor Sheila Stori	Dunn County Supervisor, Judiciary & Law Committee Chair	sstori@co.dunn.wi.us	(715) 497-3107
Katie Schalley	Dunn County Clerk of Courts	Katie.Schalley@wicourts.gov	(715) 231-6621
Melissa Buesgen	Wisconsin Dept. of Corrections, Division of Community Corrections Field Supervisor	Melissa.Buesgen@wisconsin.gov	(715) 619-1337
Andrea Nodolf	Dunn County District Attorney	andrea.nodolf@da.wi.gov	(715) 235-4220
Barb Lande	Dunn County Victim Witness Coordinator	barb.lande@da.wi.gov	(715) 232-6832
Samantha Richie	Assistant State Public Defender	richies@opd.wi.gov	(715) 386-4367
Allyson Moore	City of Menomonie Attorney	amoore@doardrill.com	(715) 246-2211
Chief Jason Spetz	UW-Stout Police Department	spetzj@uwstout.edu	(715) 232-2222
Nancy Olsen	The Bridge to Hope Legal Advocate / Citizen Member	nancyo@thebridgetohope.org	(715) 235-9074
Greg Quinn	Dunn County Veteran Service Officer / Citizen Member	gquinn@co.dunn.wi.us	(715) 232-1646
Jeanne Stevenson	Dunn County Child Support Director	istevenson@co.dunn.wi.us	(715) 232-6601

CJCC Staff

Sara Benedict	Dunn County Criminal Justice Coordinator	sbenedict@co.dunn.wi.us	(715) 231-6686
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Dunn County CJCC Website: <http://www.co.dunn.wi.us/cjcc>

As of 7/19/2018

CRIMINAL JUSTICE COORDINATING BOARD (CJCB) SUMMARY

09-16-1992

The CJCB was created via Resolution, including its purpose and membership.

Membership was defined as follows:

1. Chairperson of Public Safety Committee;
2. Chairperson of Human Services Committee;
3. Special Chief Deputy Judge of the Circuit Court;
4. District Attorney;
5. Public Defender;
6. Sheriff;
7. County Executive Assistant;
8. Jail Commander;
9. Community Treatment Center Executive Director;
10. Social Services Director;
11. Green Bay Police Chief;
12. Division of Probation and Parole Eastern Region Chief; and
13. Citizen Representative.

02-21-1996

The CJCB was amended via Resolution, adding terms of membership, designees, and appointing procedure for Citizen Members, and changing membership as follows:

1. Chairperson of Public Safety Committee or Designee;
2. Chairperson of Human Services Committee or Designee;
3. Special Chief Deputy Judge of the Circuit Court or Designee;
4. District Attorney;
5. State of Wisconsin, First Assistant State Public Defender;
6. Sheriff;
7. County Executive Assistant;
8. ~~Jail Commander~~ Captain;
~~Community Treatment Center Executive Director;~~
~~Social Services Director;~~
9. Deputy Director of Human Services;
10. Green Bay Police Chief;
11. Division of Probation and Parole Eastern Region Chief;
12. Citizen Representative;
13. Citizen Representative No. 2;
14. Citizen Representative No. 3;
15. Citizen Representative No. 4; and
16. Sheriff Department's Accountant.

This Resolution clarified that Positions No. 1 to 11 above are permanent members (whoever is in the position is the member), and that the 4 Citizen Members are appointed by the County Exec and confirmed by the County Board.

This Resolution also clarified that the terms of office for Citizen Members shall be 2 years, and staggered with 2 Citizen Member terms expiring on 12-31 of even numbered years, and two Citizen Member terms expiring on 12-31 of (you guessed it) odd numbered years.

This Resolution added "or Designee" to Positions No. 1 to 3, and since "or Designee" was not added to Positions and Citizen Members 4 to 16, it is inferred that Designees are not allowed as members for these positions.
08-19-1998

The CJC was amended via Resolution, changing membership as follows:

1. Chairperson of Public Safety Committee or Designee;
2. Chairperson of Human Services Committee or Designee;
3. Special Chief Deputy Judge of the Circuit Court or Designee;
4. District Attorney;
5. State of Wisconsin, First Assistant State Public Defender;
6. Sheriff;
7. County Executive Assistant;
8. Jail Captain;
~~Deputy Director of Human Services;~~
9. Green Bay Police Chief;
10. Division of Probation and Parole Eastern Region Chief;
11. Citizen Representative;
12. Citizen Representative No. 2;
13. Citizen Representative No. 3;
14. Citizen Representative No. 4; and
15. Sheriff Department's Accountant.

The 08-19-2018 Resolution was the last to amend Positions/Membership, and the following is where we are at today:

- | | |
|---|---|
| 1. Chairperson of Public Safety Committee or Designee ; | 1. BCBOS Pat Buckley |
| 2. Chairperson of Human Services Committee or Designee ; | 2. BCBOS Erik Hoyer |
| 3. Special Chief Deputy Judge of the Circuit Court or Designee ; | 3. BCCCPJ Hon. William Atkinson |
| 4. District Attorney; | 4. BCDA Dave Lasee |
| 5. State of Wisconsin, First Assistant State Public Defender ; | 5. Jeff Cano (But, 1st Asst. PD?) |
| 6. Sheriff; | 6. BCS John Gossage |
| 7. County Executive Assistant ; | 7. VACANT (have Deputy, Asst. Vacant) |
| 8. Jail Captain; | 8. BCJC Heidi Michel |
| 9. Green Bay Police Chief; | 9. GBPC Andrew Smith |
| 10. Division of Probation and Parole Eastern Region Chief ; | 10. Jed Neuman (But, E. Reg. Chief?) |
| 11. Citizen Representative No. 1; | 11. Bob Sranski |
| 12. Citizen Representative No. 2; | 12. Timothy McNulty |
| 13. Citizen Representative No. 3; | 13. Kathy Johnson |
| 14. Citizen Representative No. 4; and | 14. Christopher Zahn |
| 15. Sheriff Department's Accountant. | 15. Don Hein |

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **October 18, 2018 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

PRESENT: JOHN VAN DYCK, ANNETTE AUBINGER, KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN, and JOHN VANDER LEEST

EXCUSED: KAYLA JACOBSON and MARISSA MELI

ALSO PRESENT: Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers (staff). Also Tyler Smith and Arin Wilken (staff).

CALL TO ORDER President Van Dyck called the meeting to order at 5:15 p.m.

APPROVE/MODIFY AGENDA AND MINUTES Motion by Running, seconded by Terrien, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None. Van Dyck welcomed Kathy Pletcher back to the board. She is fulfilling Ying LaCourt's seat originally filled by Aubinger. Aubinger will be reappointed to fill Bob Nielsen's seat.

Arin Wilken, the newly hired Customer Service manager, and Tyler Smith, a Technical Services processor (Central Library) were attending as part of a class assignment in UWM's MLIS program.

LIBRARY BUSINESS

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS Chosa reviewed the distributed summary report and noted that the cost of contracted services including Waltco and National Recovery Services was under budget and there is an expected \$1500.00 annual savings due to a change in the deposit pick-up schedule. Terrien asked about merchant fees. It was suggested that different merchants be explored. Pletcher asked about Fund Balance and related projects. Last year's fund balance rolled forward in 2018. Vander Leest suggested looking at other county libraries to see what newer technologies may be using. (Waukesha as an example).

Motion by Vander Leest, seconded by Pletcher, to receive and place on file the Gifts, Grants and Donation report as follows:

Brown County Library							
Gifts, Grants & Donations Report							
September 2018							
Gifts & Donations							
9/6/2018'	Community Women's Club			44.80	Designated Books		
9/12/2018'	Lawrence May			200.00	General Use		
9/19/2018	Friends of the Brown County Library			11,415.28	Equip/Program Requests		
9/1/2018'	Ashwaubenon			43.65	Donation Box		
9/1/2018'	Bookmobile				Donation Box		
9/1/2018'	East			28.81	Donation Box		
9/1/2018'	Weyers/Hilliard			32.00	Donation Box		
9/1/2018'	Customer Service				Donation Box		
9/1/2018'	Kress			33.90	Donation Box		
9/1/2018'	Pulaski			13.65	Donation Box		
9/1/2018'	Southwest			13.52	Donation Box		
9/1/2018'	Wrightstown				Donation Box		
	Total Donations			\$ 11,825.61			
Federal & State Grants							
	Total Grants			\$ -			
Year-to-date Donation Box Receipts:							
	Ashwaubenon	\$ 299.14	Kress	208.30			
	Bookmobile	8.51	Pulaski	66.76			

	East	281.43	Southwest	287.27		
	Weyers/Hilliard	401.22	Wrightstown	20.98		
	Cust.Service	229.54				
	Donation Box Total			\$ 1,803.15		

Motion carried.

Motion by Vander Leest, seconded by Pletcher, to receive and place the September financial statements on file. **Motion carried.**

FACILITIES REPORT

Terrien asked if the library received a certificate of occupancy from the third floor tenant. Beyler reported that they are looking into it. Van Dyck asked that the landscaping at the southeast side of the Central Library be cleaned up. **Motion** by Vander Leest, seconded by Pletcher, to receive and place the facilities report on file. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION: SECURING A COMMERCIAL REALTOR REGARDING EAST/ASHWAUBENON BRANCHES Van Dyck reported six commercial brokers were approached and two responded - Pete Roland from Bay Lakes Commercial and Mike Hubert from KW (Keller Williams). Much discussion took place over a buyer-agent scenario; using more than one realtor for a broader network; maintaining existing relationships with brokers; and ensuring a level of certainty - for the sake of the county. All agreed that a decision must be based on what is best for the library. **Motion** by Terrien, seconded by Running, to pursue a contract with Bay Lakes Commercial for 6-month buyer agency agreement that includes exclusions of property owned by a village/city and any municipal-type property or properties already considered. **Motion carried.** Vander Leest abstained because he knows both parties.

DISCUSSION AND POSSIBLE ACTION: MEETING ROOM POLICY REVISION A conversation regarding a revision to the policy began at the last meeting. Based on that conversation, policies from several other public libraries were charted and discussed. The Admin team put forth recommended meeting room policy changes that clarify prohibited use, the definition of, "open to the public," and more. Much discussion took place regarding the free use of meeting spaces by a variety of 501(c) organizations and if any could be excluded and therefore subject to a rental fee. A general opinion of the board was that if a group is a non-profit, they should not be charged. Rodriguez reminded that the role of library is to help people's minds grow. The library is an institution to instruct everyone. Pletcher noted that this topic comes up at libraries all over – especially at election time. **Motion** by Rodriguez, seconded by Vander Leest, to direct staff to apply the approved recommended changes to the meeting room policy and bring the policy back to the board for approval in November. **Motion carried.**

OPEN SESSION: DISCUSSION AND POSSIBLE MOTION TO CONVENE IN CLOSED SESSION **Motion** by Vander Leest, seconded by Pletcher, to convene in closed session at 6:45 pm. Roll call vote: Aye: Van Dyck, Running, Rodriguez, Pletcher, Aubinger, Terrien, and Vander Leest. Nay: None. **Motion carried.**

CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – compensation adjustment/pay for performance.

RECONVENE IN OPEN SESSION: APPROVE ANY ACTION THAT MAY HAVE BEEN TAKEN IN CLOSED SESSION **Motion** by Vander Leest, seconded by Running, to return to open session at 7:25 pm. Roll call vote: Aye: Van Dyck, Running, Rodriguez, Pletcher, Aubinger, Terrien, and Vander Leest. Nay: None. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION: WELCOMING SARAH SUGDEN – SCHEDULE AND RECEPTION Discussion took place about Sarah's schedule and meetings she should attend, people she should meet, etc. The Admin team is working on this and has a schedule drafted. Ideas were shared for Sugden's first day and first Library Board meeting. Lagerman will make arrangements.

Motion by Vander Leest, seconded by Pletcher, to approve plans for welcoming Sugden. **Motion carried.**

PRESIDENT'S REPORT Van Dyck thanked the Admin team for stepping up over the last six months. He also complimented Chosa, Lagerman, and Rogers for the great job they did presenting at the Ed & Rec budget meeting the week before.

LIBRARY REPORT Regarding the Class & Comp plan, the county rolled the library's plan into theirs. The library received the results of a department study HR completed. After review, a meeting will take place with the Admin team, the library's HR Generalist, HR

(interim) Manager and County Admin. The proposed percentage available for pay for performance is 2.25%. There could be monies set aside for class and comp adjustments but how that will transpire is unknown.

Aubinger appreciated the conference attendee report submitted by Clare Kindt who attended the Association for Rural and Small Libraries conference in Illinois. Van Dyck commented on the "Knowing Your Customer," presentation and cited an action taken by the ADRC to improve their meal offering. Vander Leest and Judge Tim Hinkfuss attended the Local History Series presentation by Mary Jane Herber on Brown County courthouses. Vander Leest suggested that it might be nice to have Herber present at a Library Board meeting. That idea was broadened to include consideration of a 15-minute presentation by various staff at each meeting.

OTHER BUSINESS

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

ADJOURNMENT Motion by Vander Leest, seconded by Rodriguez, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:25 pm.

NEXT REGULAR MEETING:

November 15, 2018

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman

Recording Secretary

**PROCEEDINGS OF THE BROWN COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis, Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday, November 13th, 2018 @ 13:30 at NEW Water.

PRESENT: Adam Butry, Stephanie School, Tom Collins, Ed Foral, Rachel Bessette,
Steve Johnson, Jerad Preston, Lauri Maki

- CALL MEETING TO ORDER:

The meeting was called to order by Tom Collins at 1334

- INTRODUCTIONS

- APPROVAL OF AGENDA:

Approved by Adam Butry, 2nd by Stephanie School

- APPROVAL OF MINUTES:

Approved by Steve Johnson, 2nd by Rachel Bessette

- COMMITTEE REPORTS:

- A. EXECUTIVE COMMITTEE

- Will determine validity of committee in January

- B. PUBLIC INFORMATION AND EDUCATION (PIE) COMMITTEE

- Will determine validity of committee in January

- C. PLANNING COMMITTEE

- Will determine validity of committee in January

- OTHER REPORTS:

- A. ARES/RACES UPDATE

- No rep present to report

- B. RECENT SPILLS

- Sept 19, Amerhart Limited, 2455 Centry Rd, GB, Diesel, 60 gal
 - Sept 23, WPS, 935 Pilgrim Way, Ashw, Mineral Oil, 20 gal
 - Oct 2, Dean Foods, 3399 S Ridge Rd, DP, Milk Products, 60 gal
 - Oct 2, Brown Co Pub Works, North Rd/Babcock, Ashw, Paint, 9.95 gal
 - Oct 2, Trugreen, 3033 Merganser Ln, Suam, Fertilizer, unk
 - Oct 12, Trugreen, 2093 Weedy St, Suam, Fertilizer, unk
 - Oct 16, Mike Ostrenga, 5584 STH 29, DENM, Manure, 3000 gal

- Oct 22, Larry Dufek, 5420 Gauthier Rd, New Fr, Manure, unk
- Oct 23, Larry Dufek, Gauthier Rd/Cty Rd P, Manure, unk
- Oct 30, Unk, 561 Rosemary Ct, Pulaski, Motor Oil, 3-5 gal
- Nov 6, JBS Green Bay, 1330 Lime Kiln, GB, Ammonia, unk
- Nov 6, Risinger Landscaping, 805 S 6th St, DP, Hydraulic Oil, 7 Gal
- Nov 12, US Paper Core, 800 Fort Howard Ave, DP, unk, unk

C. PUBLIC/PRIVATE PARTNERSHIP

- Nothing to report

D. EM REPORT

- Preston went over spills (Tom explained “knifing” to the committee)
- Maki discussed LEPC Call List and By-Law Updating for 2019
- Next meeting is Jan 8th (discussion to vote to move meetings to every 3 months (approximately quarterly))
- Unable to have a vote due to lack of a quorum (9 members needed for quorum per the by-laws)

• PUBLIC COMMENT

- No public comment.

• LEPC ROUND TABLE:

- Ed Foral (P&G)
 - Down to two package boilers, solely natural gas run
 - Discussed taking stacks down
- Steve Johnson (Health & Human Services)
 - Minor flu reports, low activity
 - Confirmed moving date of Feb 28th
 - Lab/Sanitariums will now be located in Howard
 - Rest of staff will be at Sophie Beaumont
 - Discussed flu shot vaccine
- Lauri Maki (EM)
 - Discussed ADRC/Library continuing partnerships
 - Discussed social media outreach
- Rachel Bessette (Carboline)
 - Discussed installation of new roof
- Adam Butry (NEW Water)
 - Removing solids building, R2E2 building fully functional
 - “Black Start” last week (WPS pulled fuse and switched power off)
 - Exercised running on 2 generators
 - 100 million gallons a day running off of the 4 available generators

- Stephanie School (NEW Water)
 - Discussed training opportunities (attending/seeking)
 - Attending Aniston

- SUCH OTHER MATTERS AS AUTHORIZED BY LAW
None

- ADJOURN

A MOTION WAS MADE BY STEPHANIE SCHOOL TO ADJOURN AT 1418. STEVE JOHNSON SECONDED. Vote taken, MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Lauri Maki
BCEM



PORT & RESOURCE RECOVERY DEPARTMENT

2561 S. BROADWAY
GREEN BAY, WI 54304

PHONE (920) 492-4950 FAX (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **Monday September 17, 2018**
at the Brown County Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was called to order by Solid Waste Board Vice-Chair Mark VandenBusch at 2:30 pm.

2) Roll Call:

Present: Mark VandenBusch, Vice-Chair
Bud Harris
Dave Landwehr
Michael Lefebvre
Mike VanLanen

Excused: John Katers, Chair
Bill Seleen
Doug Martin
Norb Dantine

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Chad Doverspike, Brown County P&RR
Patti Cole, Brown County P&RR
Brad Allen, representing resident A. Hoffmann
Chris Anderson, Foth

3) Approval/Modification – Meeting Agenda

Mark Walter noted that the Agenda had two items numbered 10. The second item should be renumbered to 11. **A motion to approve the agenda as amended was made by Mike VanLanen and seconded by Mike Lefebvre. Unanimously approved.**

4) Approval/Modification – Meeting Minutes of July 30, 2018

A motion to approve the July 30, 2018 meeting minutes was made by Mike Lefebvre and seconded by Mike VanLanen. Unanimously approved.

5) Announcements/Communications

Dean Haen announced that Chair John Katers is excused because he is attending the groundbreaking for the new Science, Technology, Engineering and Math (STEM) building at UW-Green Bay.

Mr. Haen invited the Solid Waste Board (SWB) members to the Customer Appreciation Days at the Port & Resource Recovery facilities on September 18 and 19.

6) 2019 Budget

Since the last meeting, Dean met with the Finance Department and the County Executive regarding the 2019 Budget. The budget will advance unchanged with the next step for budget approval at the PD&T meeting in October, and the County Board meeting in November. Mr. Haen presented the revised Statement of Funds.

7) South Landfill Timeline and Response to Observed Groundwater Exceedances

Mr. Haen presented a timeline itemizing the response activities to the South Landfill groundwater exceedances. Baseline monitoring was conducted at the Brown County South Landfill (BCSL) project site in advance of the resubmittal of the Plan of Operation (POO). The 2018 sampling results indicated the presence of trichloroethylene (TCE) and methylene chloride. Detections of TCE were unexpected as there were no TCE detections during previous baseline sampling activities in the 1990s and the site is undeveloped. Brown County investigated and determined the introduced contaminants were only in the baseline monitoring wells, and working with the Wisconsin Department of Natural Resources prepared a Response Plan, consisting of a timeline and procedures for confirming the introduced contaminants were from purchased bailers and the contaminants were isolated. WDNR and Brown County agreed to laboratory test the purchased bailers, collect soil samples from replacement well MW-10A, do additional groundwater sampling and sample private wells.

The results of the *Response Plan* testing indicate that the methylene chloride and TCE resulted from dedicated bailers that were installed in November 2017. The bailers were assembled using glue containing methylene chloride and TCE, per the safety data sheets obtained. The bailers have been removed and there is no longer any ongoing contamination occurring. The affected wells were bailed a total of eight times, all methylene chloride and TCE results are now below the WDNR Enforcement Standards (ES) and the extent of the detections of methylene chloride has decreased from 19 to 6 monitoring wells and TCE detections have decreased from 21 to 4 monitoring wells.

No TCE or methylene chloride was found anywhere else onsite, in private wells or in adjacent soil. A follow-up meeting with WDNR is scheduled and Brown County will be seeking a DNR response concurring that Brown County has acted timely and appropriately in addition to modifications to baseline monitoring program.

The Solid Waste Board recommended tracking the costs associated with the introduced contaminants for possible future action.

8) Director's Report

Volatile market prices, greater demand from local paper companies, and requests from out of county companies are prompting the department to seek higher prices for corrugated cardboard. Mark Walter noted that the BOW uses the pricing from the Official Board Markets ("Yellow Sheet") to set the Tri-County Recycling TIP fees. Dave Landwehr asked whether the county should enter into purchasing contracts with customers that formalize that the county's prices be pinned to commodity markets. Bud Harris recommended being flexible with our pricing. Dave Landwehr noted that if multiple companies are looking for our cardboard, then we should make

sure we're not playing favorites. Mr. Walter cautioned that we have been selling to local companies for years and have relationships with them. Mr. Walter will evaluate whether having a formal agreement would perform better or be more risky.

Outagamie County has hired a new Recycling and Resource Recovery Administrator. Outagamie County has been having staffing issues and is currently staffed at 70%.

Mr. Walter reported that markets are so tight that no contaminants are allowed in the loads now. Even though the food packaging industry urged the acceptance of food stained paper, recycling plants don't want it in the stream. Mr. Walter announced that we will see more from the "Recycle Right" campaign in the future. People have been putting everything in the recycling without thinking, and the residue rate is up from 6% to 8% the last couple of years. The "Recycle Right" campaign seeks to get people to pay more attention to the rules. If you don't know whether something should be recycled, then throw it out instead.

Chad Doverspike disclosed that our vendors have stopped accepting wood waste.

The DNR has raised the limit of solid waste that can be accepted at the Waste Transfer Station to 1250 tons per day. Mr. Doverspike verified that in the month of August, the Brown County Waste Transfer Station accepted a record high of 16,400 tons. We can expect even more customers, due to wet basements and the strong economy.

Mr. Haen passed out an article from the *Wrightstown Spirit* newspaper from Wednesday September 12, 2018 entitled "Town of Holland considering lawsuit against Brown County." The article reported on the September meeting of Holland's Town Board. The article indicated that the Town Board expressed concern that test results of water contamination near the South Landfill in the Town of Holland were not unveiled to the public. The Town Attorney was directed to check out options to get Brown County to "comply with the contract and notify the town of actions that pertain to the operations of the landfill". Other concerns in the article surround the application by the Dynamic Group for a conditional use permit for a proposed digester and the town's comprehensive plan.

Mr. Haen responded that the Holland Town Board did not attempt to speak to us and the quotes made representing Mr. Haen and the County are inaccurate. Additionally, Mr. Haen understands the Town's concerns regarding the digester project; some of these concerns could be addressed in the Brown County/Dynamic Group land lease should the Town be interested. This offer has been made by Brown County to the Town.

9) Such other Matters as Authorized by Law

The next meeting, normally held on the third Monday of the month, could tentatively be switched to the public meeting for Renard Island on October 2 or the charrette workshop dates on October 16-18.

No other matters.

10) Closed Session – Deliberating the Purchase of Public Property
a. OPEN SESSION

A motion to go into closed session was made by Dave Landwehr and seconded by Mike VanLanen. Unanimously approved. All non-Board members were escorted from the room.

b. CONVENE INTO CLOSED SESSION

i. Roll Call for the Closed Session:

Present: Mark VandenBusch, Vice-Chair
Bud Harris
Dave Landwehr
Michael Lefebvre
Mike VanLanen

Excused: John Katers, Chair
Bill Seleen
Doug Martin
Norb Dantine

Also Present: Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Chad Doverspike, Brown County P&RR
Patti Cole, Brown County P&RR

c. RECONVENE INTO OPEN SESSION

A motion to return to Open Session was made by Mike VanLanen and seconded by Dave Landwehr. Unanimously approved. All non-Board members returned to the room.

A motion that the Solid Waste Board has no interest in purchasing property adjacent to county-owned land in the Town of Holland was made by Dave Landwehr and seconded by Mike VanLanen. Unanimously approved.

11) Adjourn

A motion to adjourn was made by Mike VanLanen and seconded by Mike Lefebvre. Unanimously approved. Meeting adjourned at 3:30 pm.

John Katers, Chairman
Solid Waste Board

Dean R. Haen, Director
Port & Resource Recovery Department